



Department of Police \* City of Chicago  
3510 South Michigan Avenue \* Chicago, Illinois 60653

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Date 13 Oct 11

Re: C. L. No. 1049108

Dear [REDACTED]

A complaint against a Department member, registered under the above Complaint Log (C.L.) Number, is currently under investigation by the Chicago Police Department.

A vital step in the investigation is an interview with the person who registered the complaint as well as witnesses. This step is essential in order to conduct a complete and thorough investigation.

Please contact me as soon as possible so that I can make arrangements to meet with you regarding the incident under investigation. The following information is provided so that you can contact me without unnecessary inconvenience:

Name: Sgt. J. Hermann

Address: 3510 S. Michigan Ave

Telephone: 312-745-6310

Hours Available: 7:00am-3:00pm

Sincerely,

A handwritten signature in black ink, appearing to read "Janine Hermann", followed by the handwritten number "#1923".

Sgt. Janine Hermann

CPD-44.223 (REV. 1/07)

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Emergency: 9-1 -1 \* Non-Emergency: (Within City limits) 3-1 -1 \* Non-Emergency: (Outside City limits) 312-746-6000  
TTY: 312-746-9715 \* E-mail: [police@ci.chi.il.us](mailto:police@ci.chi.il.us) \* Website: [www.ci.chi.il.us/CAPS](http://www.ci.chi.il.us/CAPS)

CPD 0017920

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT  
OF THE RETURN ADDRESS. FOLD AT DOTTED LINE

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:



2. Article Number  
(Transfer from service label)



PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-1540

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature ☐ Agent  
☒ Addressee

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No

3. Service Type ☒ Certified Mail ☐ Express Mail  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

**Certified Mail P**

- A mailing receipt
- A unique identifier
- A record of delivery

**Important Reminders**

- Certified Mail must be paid for
- Certified Mail is not insurable for its full value
- For an additional fee, Endorsement Receipt (PS Form 3800) may be obtained to obtain a duplicate return receipt.

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- If a postmark on the receipt is not needed, the receipt is not needed.

**IMPORTANT: Save**

PS Form 3800, August

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Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

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Sent To

Street,  
or PO  
City, St

PS Form 3800, August 2006

See Reverse for instructions



City of Chicago  
Department of Police  
3510 South Michigan Avenue  
Chicago, Illinois 60653  
*Sgt. J. Herman*